

77-0005

Executive Registry

76-59968

3 January 1977

MEMORANDUM FOR: Mr. B. C. Evans
Executive Secretary, DCI

FROM: John H. Waller
Inspector General

SUBJECT: Briefing of New DCI

REFERENCE: Briefing Format for the New DCI Dated
8 December 1976 (ER 76-5796)

I recommend that the following subjects relevant to the Inspector General's Office be discussed in my initial briefing of the DCI Designate:

- Inspector General responsibilities and functions
- Inspector General relationship with the Intelligence Oversight Board
- Problems:
 - (a) Residual problems of law and propriety
 - (b) Existing case with possible flap potential
 - (c) Senate Select Committee on Intelligence request to have access to the conclusions of IG reports

-- Audit functions and responsibilities

TIME ESTIMATE: 35 Minutes

- CIA Task Force in support of investigations by the House of Representatives Select Committee on Assassinations (particularly related to the assassination of the late President Kennedy)

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[redacted] Deputy Inspector
General and leader of the Task Force, will
conduct this aspect of the briefing.

TIME ESTIMATE: 10 Minutes

OVERALL TIME FOR IG OFFICE BRIEFING: 45 Minutes

(signed)
John H. Waller

John H. Waller

STAT

IG:JHWALLER:HJ [redacted] 3 January 1977

Distribution:
Orig & 1 - Addressee
1 - IG Chrono
1 - HJ Chrono

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TRANSMITTAL SLIP		DATE
		2/23/76
TO:	(NE)	
ROOM NO.	BUILDING	
6D3107	Attn: V/Karla	
REMARKS:		
Per conversation this date.		
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	O/ES	
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706015	Xgs.	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO: 1957-O-439445 (47)

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Executive Registry

76-5796/7

21 December 1976

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MEMORANDUM FOR: [REDACTED] SA/DCI
FROM : B. C. Evans, Executive Secretary
SUBJECT : Briefing Format for DCI-Designee

1. Attached is a book containing the topics any new DCI should be briefed on, together with an indication of principal briefers and the time required. As you know, Mr. Bush found it useful to first obtain an overall briefing on the Agency followed by some time spent with each Deputy Director. He then received in depth briefings on the work of various offices.

2. The first order of business will be to prepare the DCI-Designee for confirmation hearings. The Legislative Counsel, with an input from the DDCI and the General Counsel, will want to take this on.

3. Immediately at hand for the DCI-Designee's early reading are (a) the DCI/DDCI senior staff and CIA functional summary, and (b) the Intelligence Community functional briefing book, both of which were developed for the Carter transition staff. I have included bios on Mr. Knoche and [REDACTED] in both books. He will also have to acquaint himself with the briefings and material provided the Secretary of State-Designee.

4. Experience shows that a new DCI is the victim of his own calendar growing out of external pressures to get up to speed on various topics for meetings he will be called upon to attend. Consequently, the "scheduler" for briefings will be choosing material from the attached book at the convenience of the DCI-Designee's calendar and dependent upon that which has been covered by the contingencies of the early days of his tenure.

5. I have not included Mr. Bush in the briefing process, but he will certainly want to be involved in the first few sessions.

ILLE

[REDACTED]
B. C. Evans

Attachment

cc: DDCI
D/DCI/IC

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Introductory Briefings for DCI-Designee
(Approximately 1 hour ea.)

<u>Subject</u>	<u>Briefer</u>
Overview of Agency Organization, to Include EAG	E. H. Knoche
The Intelligence Community and the Role of the DCI	<div data-bbox="987 661 1323 703" style="border: 1px solid black; width: 200px; height: 20px; margin-bottom: 5px;"></div> Deputy to the DCI for the Intelligence Community
Preparations for Confirmation	George L. Cary, Jr. Legislative Counsel
Legal Authorities Relating to the DCI	Anthony Lapham General Counsel
The National Intelligence Officers: Their Functions, Including Their Role in the Production of National Intelligence Estimates	Richard Lehman* Deputy to the DCI for National Intelligence
Organization of the DCI's Office and ES Functions	Benjamin C. Evans Executive Secretary
The Directorate of Intelligence, Organization and Functions (Including Intelligence Support to the White House and the NSC)	Sayre Stevens* Deputy Director for Intelligence
The Directorate of Operations, Organiza- tion and Function (Including OAG)	William Wells* Deputy Director for Operations
The Directorate of Science and Technology, Organization and Function (Including Special Projects and the NRO)	Leslie Dirks* Deputy Director for Science and Technology
The Directorate of Administration, Organization and Function (Including Special Proprieties)	John F. Blake* Deputy Director for Administration

Subject

Agency Congressional Relations

Agency Relations with the Media;
Agency Information Policy

CIA Programs, Budget and Manpower
(Including relations with OMB)

Functions of the Inspector General
and Current Cases of Major Importance

* Detailed briefing topics attached.

Briefer

George L. Cary, Jr.
Legislative Counsel

Andrew Falkiewicz
Assistant to the DCI

DDCI and
James Taylor
Comptroller

John Waller
Inspector General


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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP				Executive Registry 76-5796/6	
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Asst. Compt., Resources	12/23	[Signature]		
2	Comptroller	12/23	[Signature]		
3	Executive Secretary				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p style="text-align: center;">Attached is an outline of a possible briefing for the new DCI, as you requested.</p>					
					
TO RETURN TO SENDER					
NAME AND PHONE NO.					DATE
Helene [Signature], Chief/AnG/O/Compt.					12/23/76
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FORM NO.
1-67

237

Use previous editions

*USGPO: 1976 - 202-953

(40)

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CONFIDENT 76-2134

Approved For Release 2004/03/11 : CIA-RDP80M00165A002600080025-2

CIA PROGRAMS, BUDGET AND MANPOWER

Organization of Office of Comptroller--basic responsibilities (5 minutes)

Relationship Between Intelligence Community Staff and Comptroller (5 minutes)

Budget Process in CIA (10 minutes)

- January Planning Review
- July Program Review: purpose, results--Financial Guidance Letters
- Preliminary CFI Review
- Joint OMB/CFI Review and Presidential Review: How the process works, your involvement
- Congressional Review: your involvement, problems
- Comptroller Meetings: purpose, participation, how they work
- The Contingency Reserve: what it is, how it works
- OMB and Congressional limitations on us

Status of the (Current) 1977 Budget (10 minutes)

Status of the 1978 Budget (20 minutes)

- Currently approved program
- Upcoming Congressional presentations: your involvement, likely major issues; need to consider more involvement of all senior Agency personnel in defending the budget; need to take position that Congress must give us a better opportunity to defend our budget.

Some Unusual Aspects of CIA Program and Budget (10 minutes)

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- Confidential funds/lack of GAO audit

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- Use of proprietaries
- Accommodation procurements

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Executive Registry
76-5794/5

OGC 76-7379
22 December 1976

MEMORANDUM FOR: Executive Secretary

FROM :
Deputy General Counsel

SUBJECT : Briefing for a new DCI

1. This is in response to your memorandum of 8 December 1976 requesting a list of subjects on which a formal briefing would be desirable.

2. In scheduling briefings for a new DCI, I suggest that you allow us one and a half hours. Mr. Lapham will conduct the briefing and will cover the legal authorities of the DCI and the Agency and the more important legal issues before us at this time. These include, but not necessarily in any order of importance, the following:

- National Security Act and Central Intelligence Agency Act
- Reporting Requirements of Executive Order 11905
- Restrictions on Intelligence Activities under Executive Order 11905
- Relationships with the Attorney General and the Department of Justice
- Criminal Investigations Arising out of Employee Activities in the Course of their Duties
- Litigation Involving the Agency
- Freedom of Information and Privacy Act
- Legal Questions Arising from Cover Requirements
- Protection of Intelligence Sources and Methods, including Secrecy Agreements, Disclosures through Publication and Criminal Code Protection
- The Director's Extraordinary Expenditure Authority
- Covert Action Findings

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy General Counsel

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Secretary

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FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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76-5796/4

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DDA 76-6193

14 December 1976

MEMORANDUM FOR: Ben Evans
Executive Secretary

FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : DDA Briefings for the New DCI

Per your request, attached are two lists of briefings to be conducted by the DDA for the new DCI.



Attachments

EO/DDA/[REDACTED] 1m (14 Dec 76)

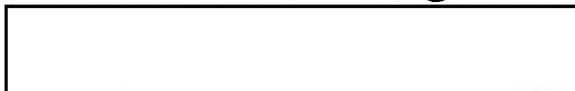
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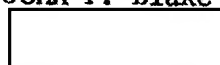


1. DDA Briefings to be Conducted for the New DCI
2. Personal Briefings for the DCI

[Handwritten signature]
DCE bcf



Attachment No. 1
to DDA 76-6193

DDA BRIEFINGS TO BE CONDUCTED FOR THE NEW DCI

<u>SUBJECT</u>	<u>TIME</u>	<u>BRIEFER(S)</u>
Administrative Services Provided to the DCI; Other Personal Arrangements	1 Hour	John F. Blake
The Directorate of Administration, Organization and Function (Including Special Proprietaries)	2 Hours	John F. Blake
CIA Annual Personnel Plan (APP) and Personnel Development Program (PDP)	30 Minutes	John F. Blake (Fred Janney)
CIA Communications (Relationship with the Department of State)	30 Minutes	John F. Blake 
CIA Retirement Program Office of Finance Office of Personnel	30 Minutes	John F. Blake 
Office of Finance (Monetary Function)	30 Minutes	

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PERSONAL BRIEFINGS FOR THE DCI

Logistics

- a. Automobile and driver
- b. Telephone service in automobile
- c. Telephone service in residence

Security

- a. Courtesies afforded the DCI by the DCI Security Staff
- b. Authority and policy with reference to the DCI Security Staff carrying firearms
- c. Alarm devices recommended for placement in the DCI's residence
- d. Polygraph policy, including statement that Presidential appointees are not included in polygraph coverage
- e. Recommendation that Security conduct a counter-audio inspection of DCI's residence and furniture
- f. A recommendation relative to a residential site survey

Finance

- a. Pay and deductions
- b. Payroll timing and method
- c. Leave (and fact that as Presidential appointee, the Director is not under the leave system)
- d. Earnings and leave statements

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Personnel

- a. Arrangements relating to appointment papers
- b. Insurance programs available
- c. Retirement
- d. Credit union
- e. Employee Activity Association
- f. Assistance available from Central Processing Branch
- g. Fitness room

Medical Services

- a. Medical records
- b. Medical examinations
- c. Consultant services available

TRANSMITTAL SLIP		DATE 14 Dec 76
TO: Executive Registry		
ROOM NO. 7E12	BUILDING Hqs	
REMARKS:		
FROM: D/DCI/NI		
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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
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S E C R E T

WFO # 1945-26

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

Executive Registry

76-5796/3

National Intelligence Officers

13 December 1976

MEMORANDUM FOR: B. C. Evans
Executive Secretary

FROM : Richard Lehman
Deputy to the DCI for National Intelligence

SUBJECT : Briefing Format for a New DCI

1. The best format for briefing the new DCI will depend importantly on what sort of person is chosen:

a. Should the DCI be someone familiar with the Intelligence Community and up to date on foreign policy issues, it would probably suffice from our point of view for the D/DCI/NI to have a two-hour meeting with the DCI to familiarize him with the new directions in which the National Intelligence staff has been moving. This private meeting would be followed by another two-hour meeting with the NIOs and their Assistants as a group to introduce them to the new DCI and to allow them 10 minutes or so to inform the DCI of the major projects in which they are currently engaged. An offer would be made at this general meeting to have any of the NIOs meet privately with the DCI for a longer time, if the DCI wished.

b. Should the new DCI be someone essentially unfamiliar with either the structure of the Community or with current foreign policy issues, a thorough introduction to the National Intelligence staff would be called for. The D/DCI/NI would require at least a two-hour private session

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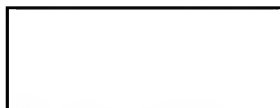
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S E C R E T

with the DCI to answer those questions about the staff and its functions that may have been raised in the DCI's mind by the briefing books he has read. Rather than a meeting with all the NIOs, it would probably be more valuable for the DCI to have private 45-minute sessions with each of the NIOs, during which each would acquaint the DCI with the major issues in his or her area of responsibility and the major projects he or she has underway. With this scenario, it would be best for the DCI to meet in series first with the NIOs currently handling the major Soviet estimates -- NIO/USSR (NIE 11-4-76), NIO/SP (NIE 11-3/8-76), and NIO/CF (NSSM 246). Next should come the NIOs dealing with areas where rapid change is possible -- NIO/ME, NIO/AF, NIO/CH, and NIO/LA. The rest of the NIOs might see the DCI in the following order: NIO/Economics, NIO/WE, and NIO/JP.

2. The new DCI might, of course, be someone who falls somewhere between the two types of persons described above. He might, for example, be very knowledgeable in certain areas, in which case we would wish to alter the order in which the NIOs saw him and perhaps give more time to some than others.

3. In sum, any format set for briefing a DCI now should be easily adjustable so that we can later tailor it to best suit the needs of the particular person selected.



Richard L. Linnam

Deputy to the DCI for National Intelligence

S E C R E T

Executive Registry


76-5796/2

OLC 76-3613

9 December 1976

MEMORANDUM FOR: Executive Secretary
FROM: Legislative Counsel
SUBJECT: Briefing for a New DCI
REFERENCE: Exec. Sec. Memo dtd 8 Dec 76
Subject: Briefing Format for
a New DCI

In response to your request, I would recommend a one hour
briefing on the subject of Agency congressional relations.
This briefing would be conducted by me.


George L. Cary
Legislative Counsel

Declassified
30 9/2/01

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5	DDI	X			
6	DDA	X			
7	DDO	X			
8	D/DCI/NI	X			
9	GC	X			
10	LC	X			
11	IG	X			
12	Compt	X			
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SUSPENSE

Date

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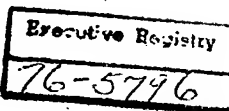
Executive Secretary

8 Dec 76

Date

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ES 76-7



8 December 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Briefing Format for a New DCI

1. In order to organize ideas for the briefing of any new DCI, it would be helpful if each of you would prepare a list of those subjects on which a formal briefing would be desirable. Your submission should include the subject, the briefer(s), and the length of time required. The subjects should be listed in the order of lessening priority and note should be taken of any related visits to installations controlled by the offices within your directorates.

2. For your guidance, I have attached the summary material prepared for briefing Mr. Bush and it should be kept in mind that any new DCI will probably read the Functional Summary Data which you served up late last month.



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B. C. Evans
Executive Secretary

Attachment

cc: DDCI wo/att
SA/DCI wo/att

Distribution:

D/DCI/IC

D/DCI/NI

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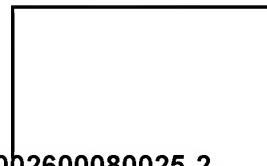
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Comptroller

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2 DDCI		X (wo/att)		
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4 DDS&T	X			
5 DDI	X			
6 DDA	X			
7 DDO	X			
8 D/DCI/NI	X			
9 GC	X			
10 LC	X			
11 IG	X			
12 Compt	X			
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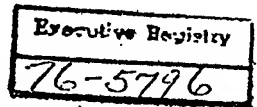
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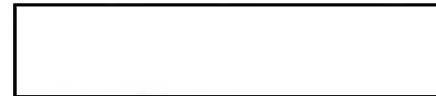
8 December 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Briefing Format for a New DCI

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B. C. Evans
Executive Secretary

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Attachment

cc: DDCI wo/att
SA/DCI wo/att

Distribution:

D/DCI/IC

D/DCI/NI

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1 - B. C. Evans

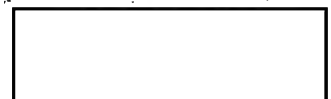
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Succession/Bush/?
DCI/ops

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SCHEDULE OF BRIEFINGS

Senate Comm.
1. command + control
2. accountability -

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<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Subject</u>	<u>Briefer</u>
Monday 22 Dec	11:00-12:00	Rm 179, EOB	Agency Intelligence Publications	Edward W. Proctor Deputy Director for Intelligence
	3:00-6:00	Rm 179, EOB	Investigations of CIA by House and Senate	Scott Breckenridge Chief, Review Staff Hank Knoche, Associate Deputy Intelligence Community Staff
Tuesday 23 Dec	8:30-9:30	Residence	Administrative Services Provided to the DCI; Other Personal Arrangements	Review Staff John F. Blake Deputy Director for Administration
	9:45-10:45	Residence	Legal Authorities Relating to the DCI	John S. Warner General Counsel
	11:00-12:00	Residence	Agency Congressional Relations	George L. Cary, Jr. Legislative Counsel
	2:00-3:00	To Be Confirmed	Agency Relations with the Media; Agency Information Policy	Assistant to the Director
	4:15-5:30	To Be Confirmed	Background of Recent Agency Problems and Remedial Directives	Inspector General
Wednesday 24 Dec			Open for re-scheduling of above briefings, or for additional briefings you select.	

*IF you should
come to this one
advise them you
will attend*

*IF make this
EOB*

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Beginning Monday, 29 December, we will provide three briefings on the general subject: "The DCI as Head of the Intelligence Community." Each briefing will take approximately two hours.

Subject

The Intelligence Community and the Role of the DCI; the United States Intelligence Board (USIB) and Its Committees

Current Studies of the Possible Re-Organization of the Community

The National Intelligence Officers: Their Functions, Including Their Role in the Production of National Intelligence Estimates

- - - - -

After these three briefings have been completed, a series of six briefings, each taking approximately two hours and concerned with the general subject "The DCI as Head of the CIA," will be arranged:

CIA Programs, Budget, and Manpower; CIA Relations with OMB

Organization of the DCI's Office and Its Functions

The Directorate of Intelligence, Organization and Functions (Including Intelligence Support to the White House and the NSC)

The Directorate of Science and Technology, Organization and Function (Including Special Projects and the NRO)

The Directorate of Administration, Organization and Function (Including Special Proprietaries)

The Directorate of Operations, Organization and Function (Including WSAG and 40 Committee)

Detailed briefings of subordinate elements of CIA, including visits to Agency installations as well as visits to other elements of the Intelligence Community, then will be arranged.

Briefer

[Redacted]
Deputy to the DCI for the Intelligence Community

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Richard Lehman
Director, Office of Strategic Research
Directorate of Intelligence

George A. Carver, Jr.
Deputy to the DCI for National Intelligence Officers

John D. Iams, Comptroller

Benjamin C. Evans, Executive Secretary

Edward W. Proctor
Deputy Director for Intelligence

Carl E. Duckett
Deputy Director for Science and Technology

John F. Blake
Deputy Director for Administration

William E. Nelson
Deputy Director for Operations

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